

**CITY OF DALY CITY
REGULAR MEETING
LIBRARY BOARD OF TRUSTEES**

AGENDA

Tuesday, January 19, 2016 - 6:00 PM

City Hall Council Chambers, City Hall
333 – 90th Street, Daly City, CA 94015

Live Telecast: Comcast Channel 27, Astound 26, AT&T U-Verse 99
Webcast: www.dalycity.org/meetings

For those wishing to address the Library Board of Trustees on any Item on the Agenda or under Public Appearances/Oral Communications, please complete a Speaker Card located at the entrance to the City Council Chambers and submit to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the Department of Library and Recreation Services as soon as possible prior to the meeting.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Regular Meeting of November 17, 2015

DIRECTOR'S REPORT

2. Serramonte Library Upstairs Bathroom Accessibility Remodel
3. 2015 Food for Fines
4. Library Usage Statistical Report - Fiscal Year 2015-16, Second Quarter

TRUSTEES' REPORT

ANNOUNCEMENTS AND COMMUNICATIONS

5. Report from the Daly City Public Library Associates (DCPLA)

AGENDA BUILDING FOR NEXT MEETING

PUBLIC COMMENT

Speakers are limited to two minutes, unless modified by the Library Board President. The Board cannot take action on any matter raised under this item.

ADJOURNMENT

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

DALY CITY LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
DALY CITY CIVIC CENTER
MINUTES – NOVEMBER 17, 2015

The meeting was called to order by President Erlinda Galeon at 6:00 p.m.

PLEDGE TO THE FLAG

ROLL CALL

Library Board of Trustees Present:

President Erlinda Galeon, Trustees Arlene Encarnacion, William Lex, and Roderick Daus-Magbual

Staff Present:

Director Joseph Curran and Library Services Manager Chela Anderson

APPROVAL OF AGENDA

Agenda for the November 17, 2015 Regular Meeting unanimously approved.

(MSP: Lex/Encarnacion)

APPROVAL OF MINUTES

Minutes of the October 20, 2015 Regular Meeting unanimously approved. (MSP: Lex/ Encarnacion)

REPORTS:

1. Serramonte Library Upstairs Bathroom Accessibility Remodel:
Director Curran said that not a lot has changed since last month's Board meeting. The contract was awarded to a company from San Mateo. Library staff had some comments on the initial design. Had some walk thru with the Engineers in regards to the elevator, electrical circuits, handicapped accessibility doors, etc. Cost for the bathroom will be under \$150,000.
2. City Budget Update:
Library staff is preparing the proposed budget submittal for FY 2016-17 and 2017-18. Director Curran and Ms. Anderson will submit preliminary numbers to the Finance Director this Friday.
3. Library Board Annual Report:
Ms. Anderson said that Trustees have expressed their desire to revisit the production of the Annual Report. Ms. Anderson requested suggestions from the Board regarding the new format and specifics we need to emphasize. The Trustees all agreed to produce an Annual Report by March 2016. Trustee Lex volunteered to be the author. (MSP: Galeon/Encarnacion)
4. Report from the Daly City Public Library Associates (DCPLA):
The DCPLA participated in the South San Francisco Project Read Trivia.

TRUSTEES' REPORT/ANNOUNCEMENTS:

- January 5, 2016 tentative meeting to discuss Brown Act with the City Attorney
- Special Thanksgiving Storytime - hands-on craft activity
- Sweet Architecture Gingerbread Housemaking – Thursday, December 17, 2015 at 4:00 p.m. at Serramonte Library
- Navidad en Barrio – Bilingual Holiday Storytime and Songs – Wednesday, December 16th at John Daly Library
- Shadow Puppetry with Daniel Barash – Friday, December 4, 2015 at 5:00 p.m., John Daly Library

PUBLIC COMMENT: None

ADJOURNMENT

The meeting was unanimously adjourned at 6:45 p.m.

Next Meeting:
TBD
Daly City Council Chambers

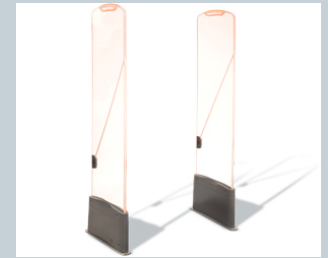
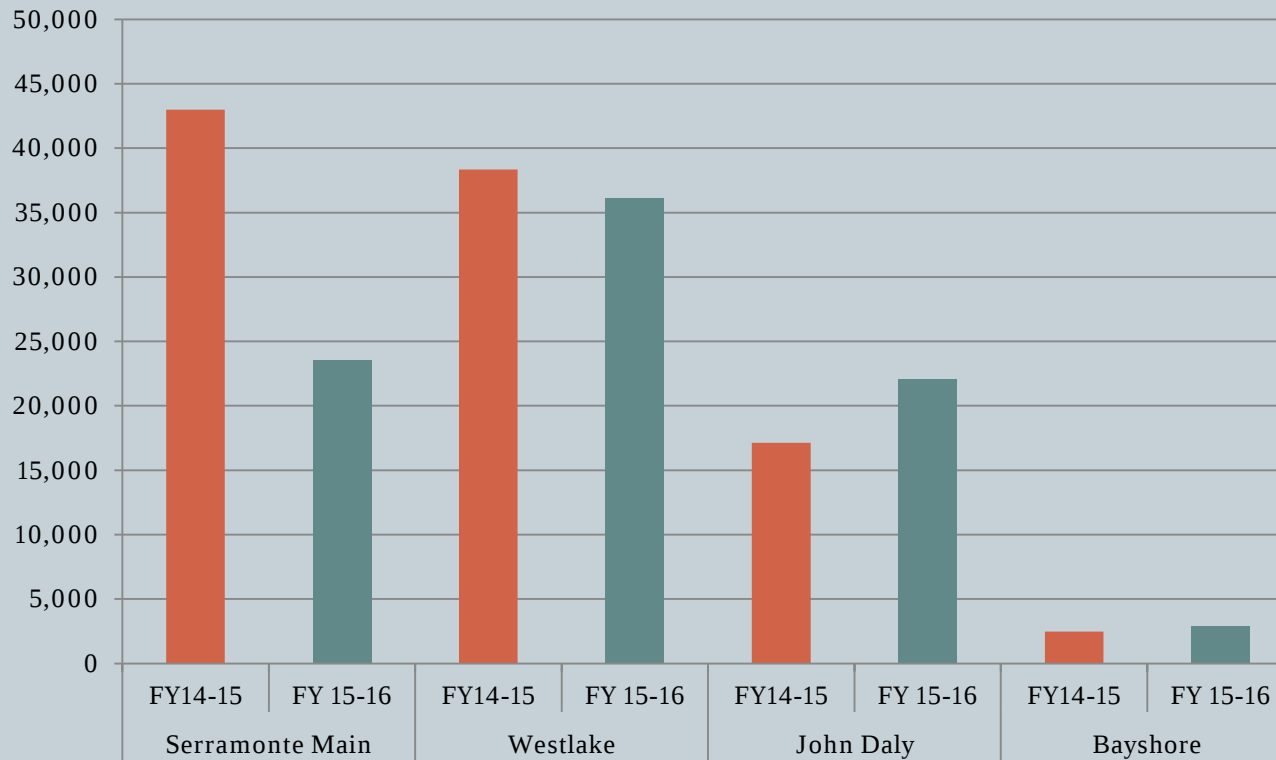
Public Library Usage Statistics



**FISCAL YEAR 2015-2016
SECOND QUARTER**



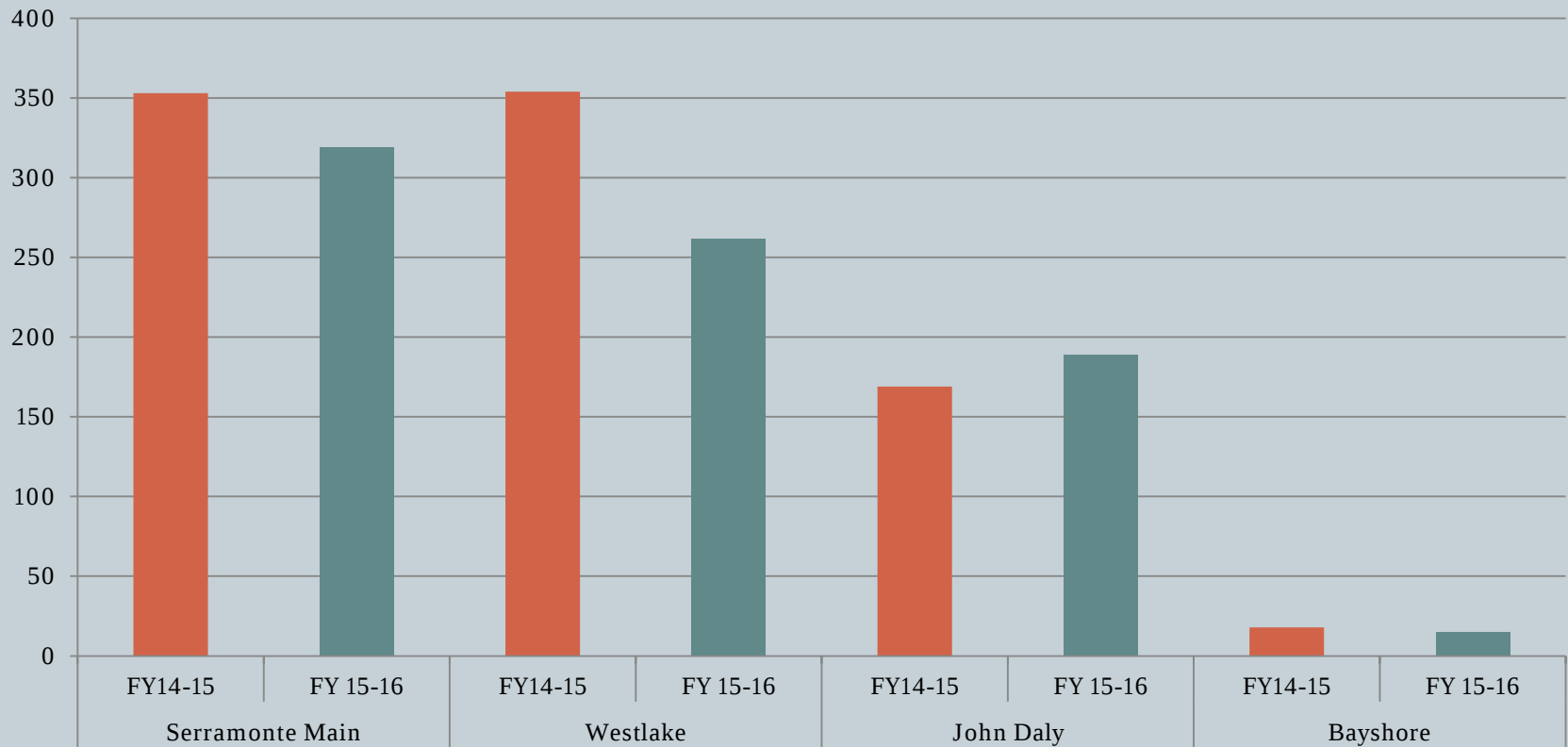
Library Visits



**Collected automatically by security gates at each location*

84,643 total visits at all locations during the reporting period, down 16.13% from the same quarter last year

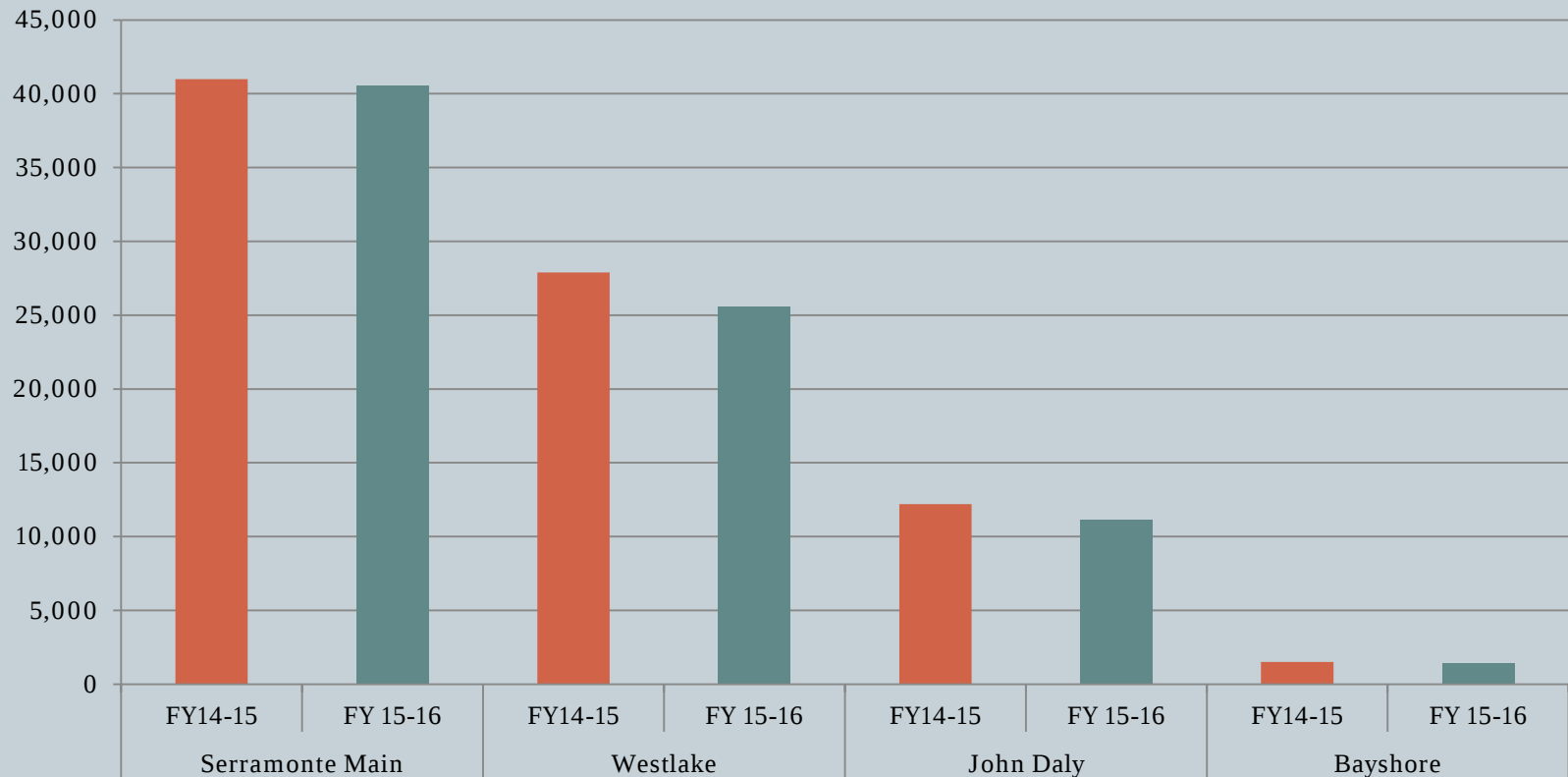
New Patrons (by home library)



*785 total new library accounts created with Daly City libraries
as the “home library” during the reporting period, down 12.19% from the prior year*

An additional 143 total new online library accounts were submitted, but only 34% completed

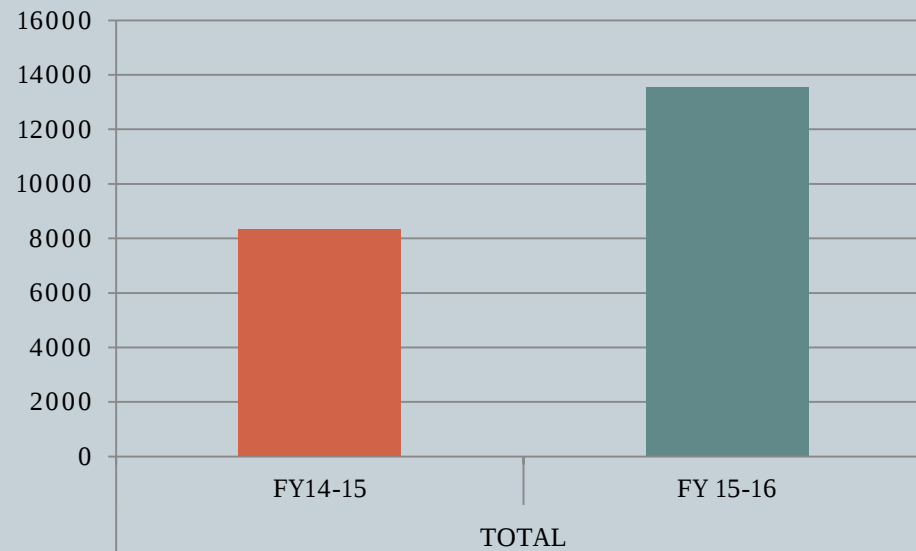
Circulation of Materials



78,773 total check-outs and renewals at all Daly City library locations, down 4.62% from the prior year

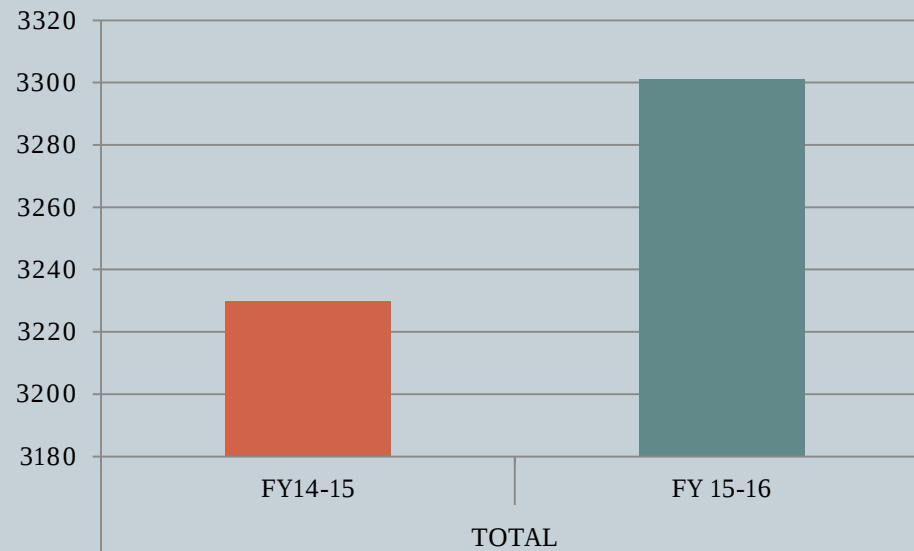
Just over 50% of all check-outs and renewals are conducted on the self-checks; up from the prior year.

Circulation of E-materials



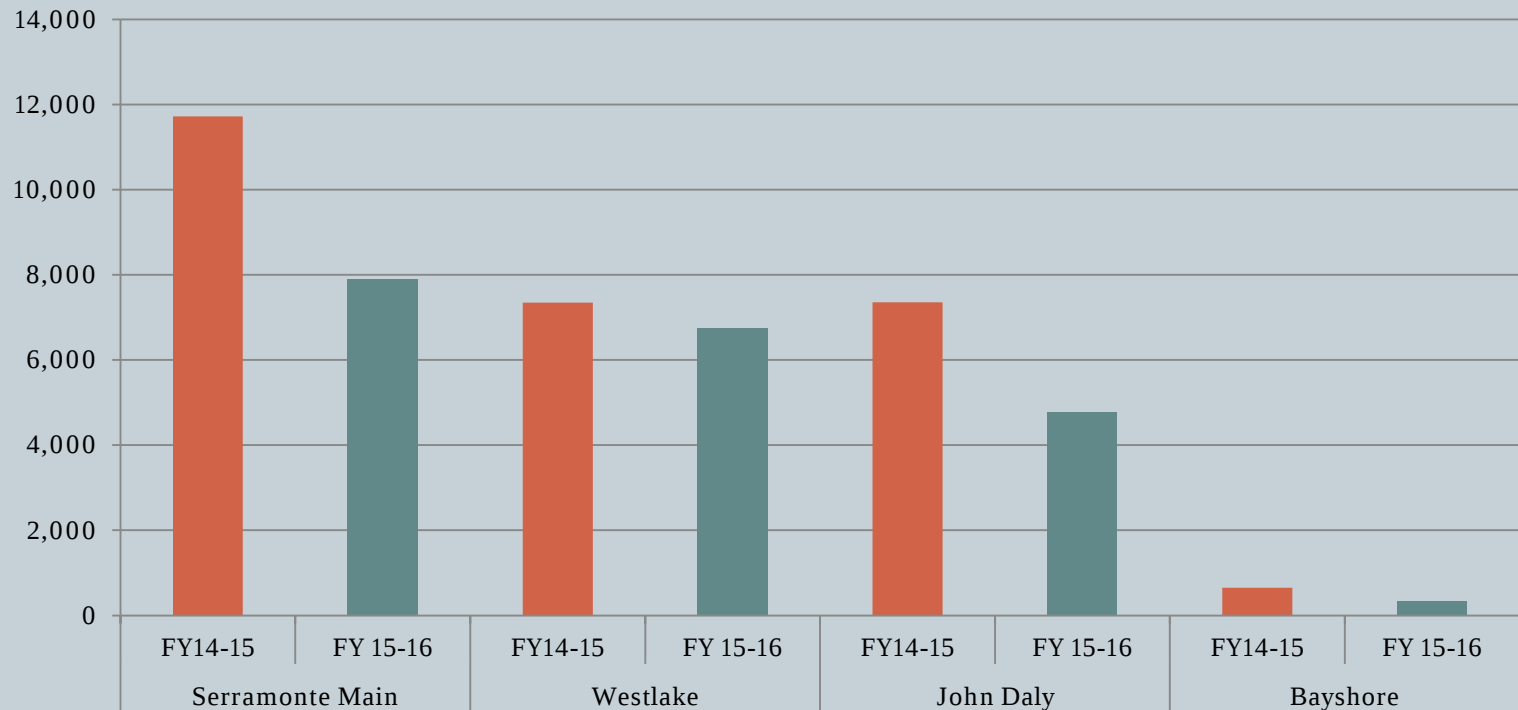
*Total use of e-books and e-media increased 62.31% to 13,566.
Additional funding has been allocated system-wide to expand e-book collections.*

Online Subscription Resources



Total use of online subscription services increased 2.21% to 3,301.

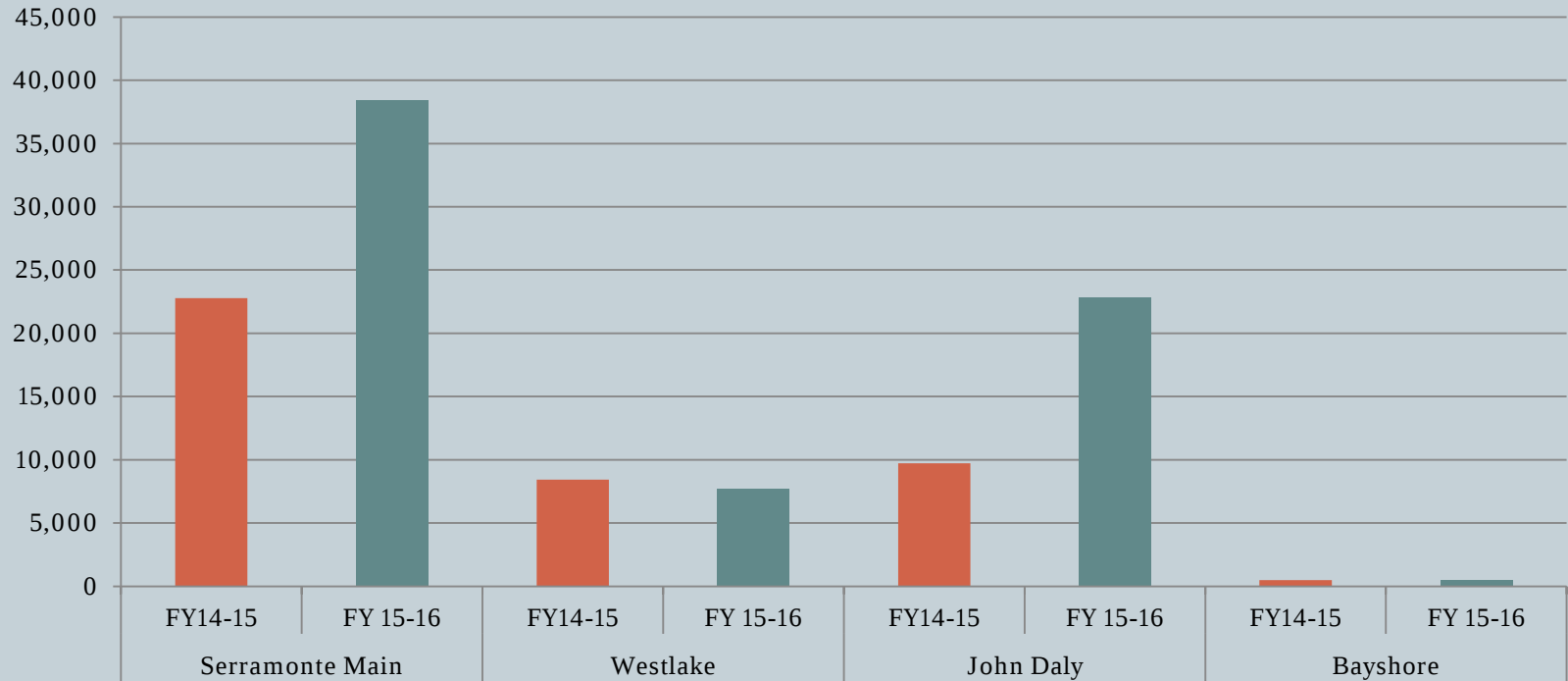
Public Computer Use



19,744 total individual sessions at all Daly City library locations, down 27.06% from the prior year

New time management software offers session extension, possibly accounting for some of the decrease

Wireless Internet Use

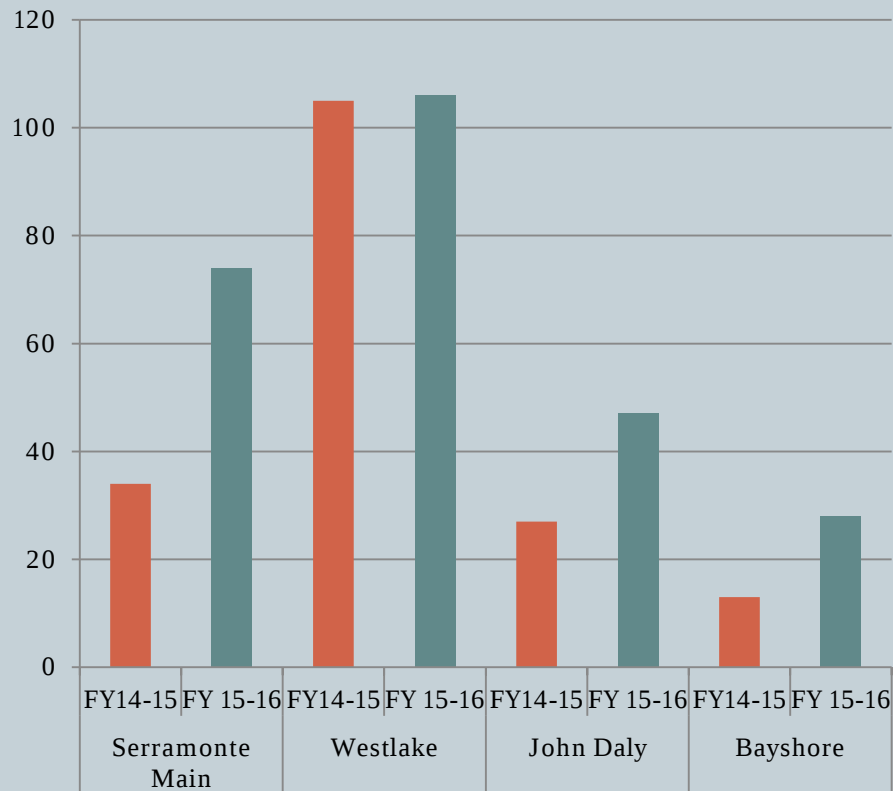


*69,490 total individual sessions at all Daly City library locations,
up 67.64% from the prior year; 9,781 individual users*

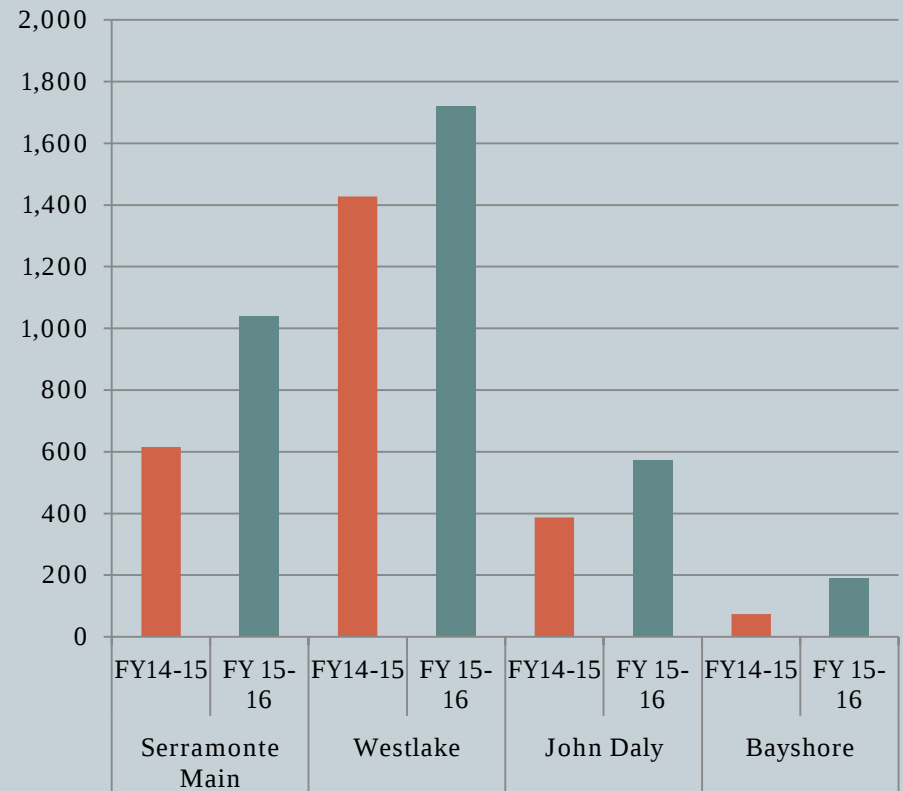
Public Programs



Programs - Count



Programs - Attendance



*Total program count increased 42.46% over same quarter of prior year, with 255 total.
Overall attendance was up 40.69% to 3,523.*